



**DATE:** July 9, 2002

**SESA ISSUANCE NO.:** 02-29

**SUBJECT:** Region I (Boston/New York) and Region II (Philadelphia) Tax Meeting – August 13 - 15, 2002

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1) **Purpose:** To announce a three-day Region I and II Tax meeting in Burlington, VT from August 13 – 15, 2002.

2) **Objectives:** This meeting is being held for Tax Chiefs and their managers to address current issues, share innovative techniques and systems implemented by the States, and promote continuous improvement of the tax program. We expect representation from states and regional offices in the Boston, New York, and Philadelphia areas, as well as a representative from the US Department of Labor's Tax Program Team.

3) **Agenda and Presenters:** Attached is a tentative agenda. We are requesting feedback and volunteers from the attendees to participate as presenters. Please respond with suggestions to the agenda and to volunteer as a presenter by July 23, 2002.

4) **Time and Accommodations:** The meeting will begin at 1:00pm on Tuesday, August 13, 2002 and conclude at approximately 12:00pm on Thursday, August 15, 2002. It will be held at the Radisson Hotel, 60 Battery Street, Burlington, Vermont 05401. For traveling instructions, please visit <http://www.radisson.com/burlingtonvt/>. Dress is business casual.

5) **Action requested:**

a. Please distribute this issuance to appropriate staff.

b. Submit comments on the agenda and names of individuals who will be attending to Tim Martin, Regional Office, by COB July 23, 2002 (617/565-2224, [tmartin@doleta.gov](mailto:tmartin@doleta.gov)). Participants should be prepared to discuss agenda issues as they relate to activities in their state.

c. Attendees should make reservations at the Radisson Hotel, 60 Battery Street, Burlington, Vermont 05401. A block of rooms has been reserved from Monday, August 12, 2002 through Thursday, August 15, 2002. The rooms have been reserved under "Vermont Department of Employment and Training" at \$111 per night, plus 11.04% tax. Individuals may make reservations at the hotel by calling (800) 333-3333 or (802) 658-6500 and identifying themselves as part of the above-named group. **The cut-off date for reservations at this rate is July 23rd.**

d. There is a \$75 registration fee that can be paid at time of sign in on the first day of the meeting. Please make checks payable to "VT Department of Employment and Training."

e. The Vermont Expos will be playing in Burlington during the week of August 12th. Arrangements are being made for an outing to the game, and information will be made available at the beginning of the meeting.

**6) Inquiries:** For additional information, contact Tim Martin at (617) 565-2224 or [tmartin@doleta.gov](mailto:tmartin@doleta.gov).

Holly C. O'Brien  
Regional Director  
for Workforce Security

Attachment